

Good	l morning/afternoon.	My name is	. I'm the	e at
	3	•		

Today we will go through the steps to create, edit, complete and submit a DA Form 2166-9-1 NCOER (SGT) in the Evaluation Entry System.

Please feel free to ask questions at anytime.



Agenda

- Accessing Evaluation Entry System (EES)
- Landing Page
- Initiating NCOER
- Administrative Data
- Performance Assessment
- Potential Assessment
- Editing NCOER
- Signing and Submitting NCOER
- Status Tracking

Unclassified

The topics that we will cover today range from how to use EES to create, complete, edit, submit and track the status of a DA Form 2166-9-1, SGT NCOER.

At this time, we need the class to form into four person teams. Need each of you to share your full DOD ID (found on back of your CAC) / SSN. These will be used for training purposes only and will be destroyed at the conclusion of training.

NEXT SLIDE

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Evaluation Entry System (EES)

https://evaluations.hrc.army.mil/ (EES website)

NCOER training URL will be released on / about 29 May 2015 and will remain active until mid-August 2015

Unclassified

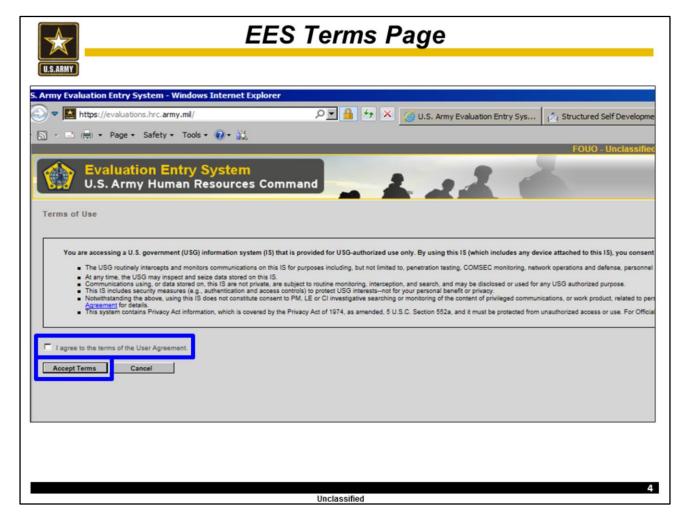
3

EES is an online data entry system, that enables Leaders to create, complete, edit, submit and track evaluations.

Personnel can access EES at the above website. Until 1 September 2015, only the Officer Evaluation Reports (OERs) functions will work at this website.

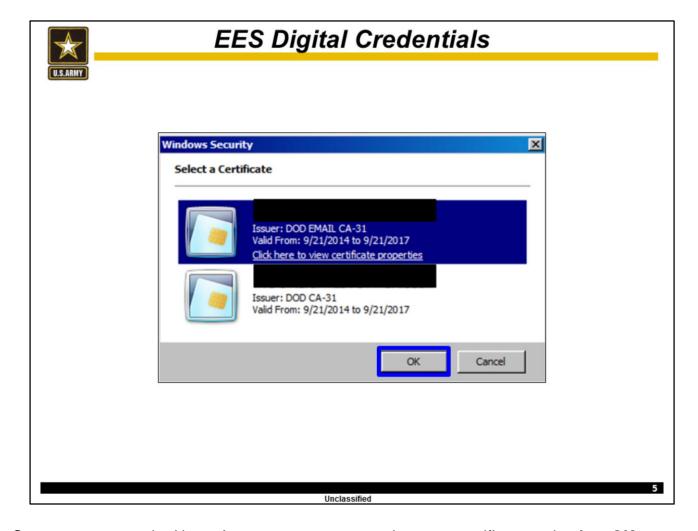
In order to train yourself and your personnel on EES's NCOER capabilities, you must use the second website address. This training website will be active until mid-August 2015. At that time, all entered data will be erased.

At this time, select the NCOER training link.



This is the EES home page.

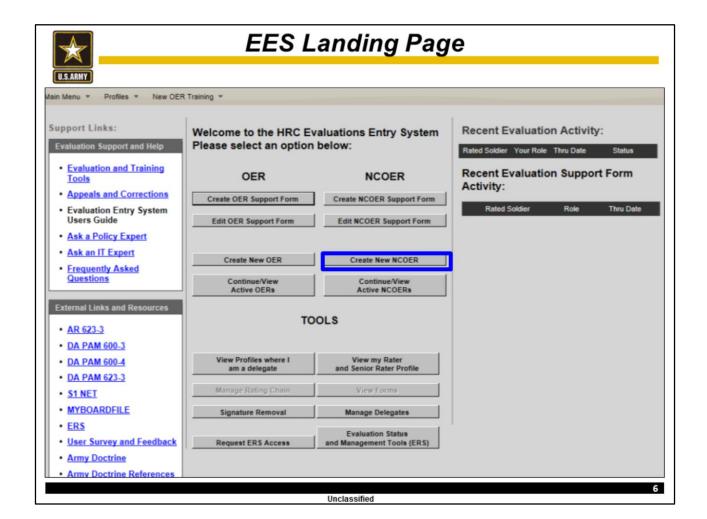
In order to access it, you must first agree to the terms of the User Agreement.



Once you agree to the Users Agreement, you must select your certificate and select OK.

NEXT SLIDE

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For training purposes the team member serving as the "Rater" will click the "Create New NCOER" button.

It is important to note that EES is not designed for the Rated NCO to create his / her own NCOER. Once the Rated NCO exits the NCOER, the Rated NCO will not be able to re-enter the NCOER until the Rater and Senior Rater have signed their sections of the NCOER.

While EES enables anyone to create an NCOER, given that person has the necessary administrative date, it is recommended that either the Rater or Rater's Delegate creates the NCOER.

NCOER Creation	
NCOER Individual Lookup	
Enter the SSN and first two letters of the last name of the rated Soldier and the rating officials. This will auto-populate the evaluation with administrative information. Incorrect information may be changed within ti	omatically search the Army personnel database he evaluation, but changes to the information in
— Rated NCO — DOD ID Number Last Name Email	
[Switch to search by SSN] f. Component Status Code	
E E	
Rank Changes to the rank will be limited once the evaluation is created. Please ensure accurate selection of the rank for the time period the soldier is to be evaluated.	
Date of Rank	
Promotable Info	
Is the Rated NCO promotable or selected to attend USASMA? Yes F No	
Next Higher Grade	
Is the Rated NCO serving in a position authorized for the next higher	
Frocked Info Is the Rated NCO frocked to the next higher grade and serving in a © Yes © No	
position authorized for the rank to which he/she is frocked?	
— Rater	
DOD ID Number Last Name Email	
[Switch to search by SSN]	
Is this individual serving as both the Rater and Senior Rater? Tyes To No	
— Senior Rater —	
DOD ID Number Last Name Email	
(Souther to second by SSM) [5]	
(Switch to search by SSN)	
— Supplementary Reviewer (optional)	
DOD ID Number Last Name Email	
[Switch to search by SSN]	
Next	

The user will first enter the full DOD ID / SSN (from back of CAC card) and first two letters of the Rated NCO's last name. At this time the Rated NCO's correct full name and email address should appear. If it is correct click OK.

At this time verify the accuracy of the Rated NCO's component, Rank, and Date of Rank. Then select "Yes" or "No" for the next three questions. It is important to remember that SGT(P)'s will still be rated on a DA Form 2166-9-1 NCOER and not count in the Senior Rater's SSG profile.

For the purpose of this training the Rated NCO's name is the person serving in that role for this exercise and the rank will be SGT, with a Date of Rank of 1 March 2015.

Once the Rated NCO's section is completed you will enter the full DOD ID or SSN and first two letters of the Rater, Senior Rater and Supplementary Reviewer (if required). Supplementary Reviewers are required when Senior Raters' rank is 1LT or lower.

Enter the data of the persons serving in each of these roles for this exercise.

Note, failure to enter the correct full DOD ID or SSN of any person on this page will prevent that person (Rated NCO, Rater, Senior Rater, or Reviewer) from accessing this NCOER Support Form.

Once you have confirmed the accuracy of the Rated NCO and Rating Official's data click "Next."

	N	COER	Creatio	n Conf	irmation	
U.S.ARMY						
Rated Soldier						
Evaluation Crea	tion Confirmation	n				
Role	DOD ID Number/SSN	Name	Emai	ı	Importing Data	
Rated Soldier					Yes	
Rater					Yes	
Supplemental Reviewer					Yes	
Senior Rater					Yes	
ment	cting "Begin" will initia tioned individual. An e NCOER evaluation.	te a SGT GRADE PL email will be sent to ea	ATE (E5) NON-CO ach of the addresse	MMISSIONED OFFICE s listed above, notifying	R EVALUATION REPORT for the above each individual of their involvement with the	
			Previous	Begin		
			Unclas	sified		

This is the user's opportunity to verify the Rated NCO Rating Officials' information before initiating a NCOER.

Once this data is verified, click "Begin."

Mateu	NCO	's A	ldi	minis	strativ	e Data
a. NAME (Last, First, Middle Initial) SOLDIER, RATED		b. SSN (or DOD I	D No.)	c. RANK SGT	d. DATE OF RANK (YYYYMMDD) 20140301	e. PMOSC 11B2O
f. UNIT, ORG., STATION, ZIP CODE (B Co, 1BN, 3BD, Fort Best, 1111	OR APO, MAJOR COMMAND			g. STATUS CODE RA	h. UIC WAAAAA	i. REASON FOR SUBMISSION 02 Annual
j. PERIOD COVERED FROM (YYYYMMOD) THRU (YYY 20151110		I. NON RATED CODES	m. NO. O ENCLOSI		O'S EMAIL ADDRESS (gov	or .mil)
Admin Data						
a. Last Name	First Name	M.I.	Suffix		1	
SOLDIER	RATED					
	in a position authorized fo	or the next higher	C Yes			
Major Command		,,,,,,				
FC - US ARMY FORCES C	COMMAND			¥		
g. Component/Status Code RA h. UIC Code WAAAAA @MAIL.M	CO's AKO Email Address					
	Exit	Next	Sav	Go to S	Signatures	Print Draft

The user will now enter the Rated NCO's administrative data to include:

PMOSC, assigned Unit / Station / Zip, UIC Code, schooling and SSD Level.

For the purpose of this training use the following administrative data.

-PMOSC = 11B2O

-Promotable = "No"

-Next Higher Grade = "No" -Frocked Info = "No"

-Unit Org = B Co, 1BN, 3BDE

-Station = Fort Best

-Zip or APO = 11111

-Major Command = US Army Forces Command

-Component = Regular Army

-UIC = WAAAAA

Once this data is correctly entered, click "Next."

OLDIER, RATED	iddle Initial)		h SSN (or DOD)	ID No.)	c. RANK SGT	(d. DATE OF RANK (YYYYMMDD) 20140301	e. PMOSC 11B2O	
	NIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMM Co, 1BN, 3BD, Fort Best, 11111, FC		ND ND		g. STATUS CODE RA		h. UIC WAAAAA	i. REASON FOR SUBMISSION 02 Annual	
j. PERIO	COVERED	k. RATED	I. NON RATED	m. NO.		n. RATED NCC	D'S EMAIL ADDRESS (.gov o	r .mil)	
ROM (YYYYMMDD) 20141111	THRU (YYYYMMDD) 20151110	MONTHS 12	CODES	ENCLO:	SURES	@MAJL.MIL	1IL		
	i.Reason For Sul	bmission		02	Annual		•		
	j.From Da	te		2014	1111	_			
	Thru Date	е		2015	1110	_			
	k. Rated Mo	nths		12					
	Rated Day	ys		365					
	I. Non-Rated (Codes				SE	LECT NON-RATED COL	DES	
			y <u>.</u>						

This is a continuation of the Rated NCO's administrative data.

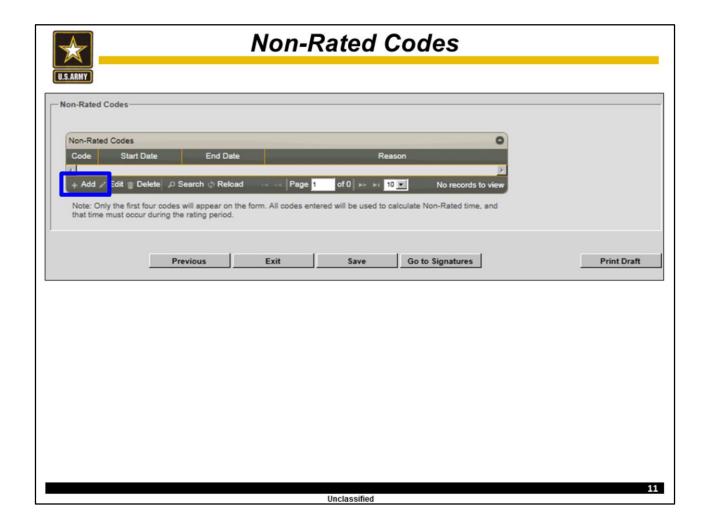
From the drop down menu, select the correct Reason Code for this NCOER's submission. For this exercise select Annual.

Then, using the calendar, select the correct From and Thru Dates for this rating period. This will provide the gross amount of Rated Months and Days.

Note, incorrect complete the record Thru Dates are one of the top three reasons for returned evaluations.

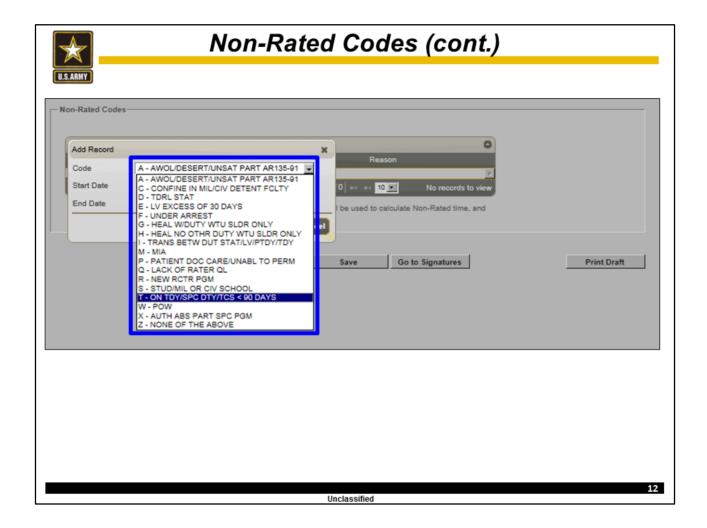
If this is a type of NCOER that can have Non-Rated time, such as Change of Rater or Extended Annual, click the "Non-Rated Code button."

Note, a good TTP is to click the "Save" button at the end of each page before clicking "Next", before leaving your workstation for any period of time, or answering the phone. If the session times out your data will be lost.

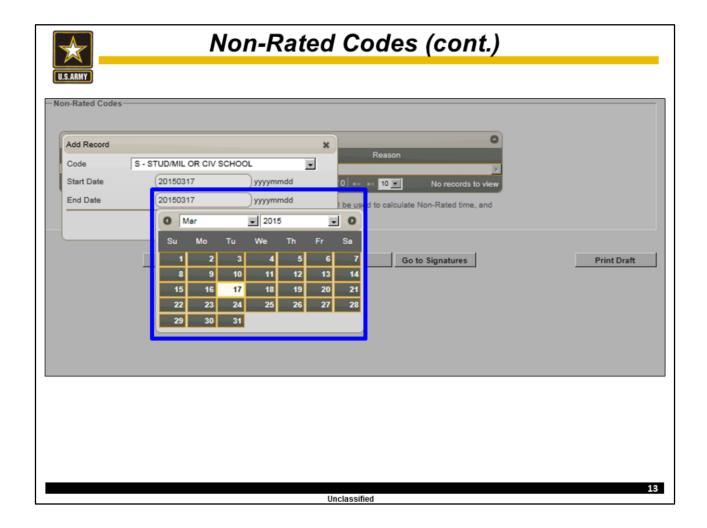


You may add as many Non-Rated Codes / Periods as required but only the first four codes will appear in Part I, Block I.

Click "Add" in order to select a Non-Rated Code.



From the drop down menu, select the correct code. For this exercise select any code you desire.



Now use the calendar to select the correct Start and End Dates for this Non-Rated period.

	N	on-Rate	d Cod	les (cont.)	
S.ARMY					
Ion-Rated Codes					
			_		
Add Record			X	ason	
Code	S - STUD/MIL OR CIV S	CHOOL	112).	
Start Date	20150317	yyyymmdd	0 >> >1 1	No records to view	
End Date	20150717	yyyymmdd	be used to o	calculate Non-Rated time, and	
		■ Submit × Can	cel		
	Previous	Exit	Save	Go to Signatures	Print Draft

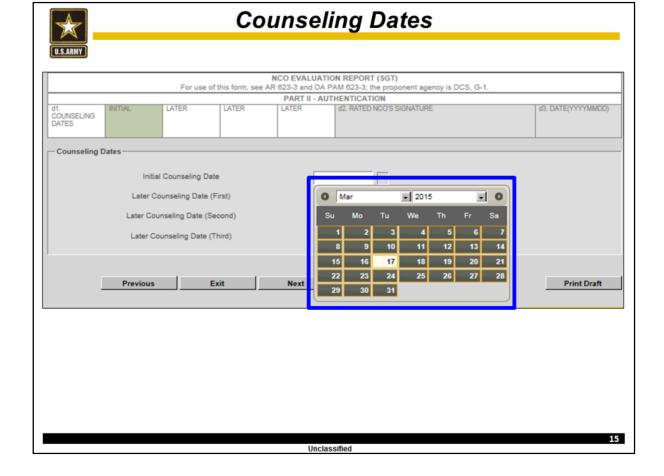
Once you have checked verified the data is correct, click "Submit."

If the data is incorrect you can correct or click "Cancel."

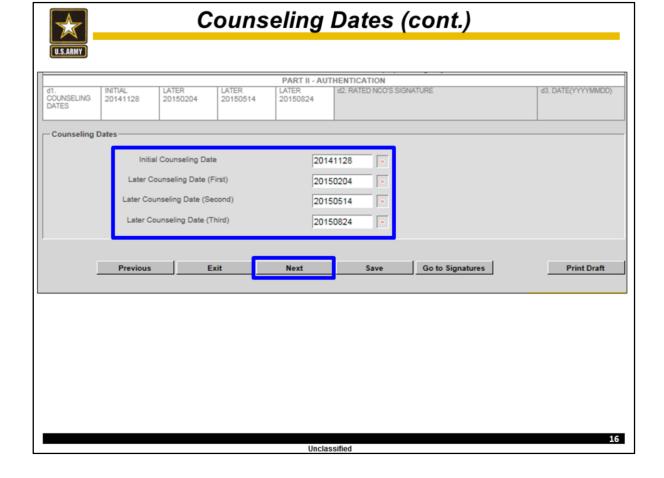
Then you click "Previous" to return to the administrative page. Now EES will auto calculate the net amount of Rated Months and Days (subtracting the Non-Rated time from the total amount of time covered by this NCOER.)

For the purpose of training click "Cancel" and then "Previous."

Once back to the administrative page click "Next."



Now use the drop down calendar to enter the correct Counseling Dates from the NCOER Support Form.



Once this data is correctly entered, click "Next."

II S ADMY

Check on Learning

- 1. When will the data entered into the NCOER Training Environment be deleted?
- 2. Ideally who should create a new NCOER in EES?
- 3. Can Rating Officials access an NCOER if their SSN / DOD ID is incorrectly entered into EES?
- 4. What form do Rating Officials use to assess the performance and potential of a SGT(P) serving in an authorized SSG position?

Unclassified

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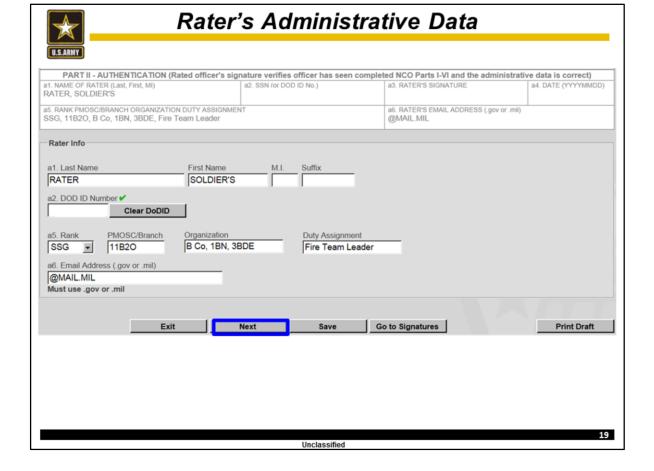
At this time, discuss these questions.

Print F	or Manual Submission	Exi	t	Su	bmit to	o HQDA	1	Manage E	inclosures		Delete
		To ed	lit a particular	r selection	n choc	ose the ar	poropriate b				
	Rated Soldier		Rater				Senior F			Review	er
			er Enlisted A	Advisor		Senior		isted Advisor		TO THE I	-
							RT (SGT)				
	For	use of this for				M 623-3; STRATIVI		nent agency is DC	CS, G-1.		
a. NAME (Last, First SOLDIER, RATE			b. SSN (or			c. RANK SGT	LUAIA	d. DATE OF I		e. PMOS 11B2O	С
	TION, ZIP CODE OR APO, N Fort Best, 11111, FC	MAJOR COMMAN	ND			g. STATU	S CODE	h. UIC WAAAAA		i. REASOI 02 Anni	N FOR SUBMI ual
j. PER FROM (YYYYMMDI 20141111	D) THRU (YYYYMMDD) 20151110	k RATED MONTHS 12	I. NON RAT		NO. O		n. RATED NO @MAIL.MIL		MAIL ADDRESS (.gov or .mil)		
				PART II	- AUTI	HENTICA	TION				
a1. NAME OF RATE RATER, SOLDIE			a2. SSN (o	r DOD ID I	No.)	a3. RATE	R'S SIGNATI	JRE			a4. DATE
	ORGANIZATION DUTY ASS Co, 1BN, 3BDE, Fire Tea					a6. RATEI @MAIL.I		DDRESS (.gov or .n	nil)		
b1. NAME OF SENI RATER, SENIOR	OR RATER (Last, First, MI)		b2. SSN (or DOD ID No.)		No.)	b3. SENIOR RATER'S SIGNATURE Click Here to Sign				b4. DATE	
	ORGANIZATION DUTY ASS Co, 1BN, 3BDE, Platoon					b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL					
c1. SUPPLEMENTA REVIEW REQUIRE	REVIEWER, SUPP	MENTARY REV LEMENTARY	NEWER (Last, F	First, MI)				ANCH ORGANIZATI N, 3BDE, Compa			
c4. COMMENTS ENCLOSED?	c5. SUPPLEMENTARY	REVIEWER'S S	SIGNATURE	c6.	DATE()	[(YYYYMMDD)] c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS (gov or mi @MAIL,MIL					
RATED NCO: I unde administrative data i	erstand my signature does no in Part I, the rating officials ar am aware of the appeals proc	nd counseling dat	es in Part II, the	reement wi	ith the a	issessment in Part III, a	s of the rater and the APFT	and senior rater. I fo and height/weight of	urther understa entries in Part I	and my signa IVa and IVb a	ture verifies that are correct. I ha
d1.	INITIAL LATER 20141128 2015020	LATE	R L	ATER 0150824		d2. RATE	D NCO'S SIG	NATURE			d3. DATE(YYY

Now that the Rated NCO's section is complete, users may enter either the Rater or Senior Rater's administrative data and assessment of the Rated NCO.

Typically, the Rater's section is completed next.

To enter the Rater's section, click the "Rater" button.



The user will enter the Rater's administrative data on this page.

For the purpose of this training use the following administrative data.

-Rank = SSG -PMOSC = 11B3O

-Unit Org = B Co, 1BN, 3BDE -Duty Assignment = Squad Leader

Once this data is correctly entered, click "Next."

	Duty Description
U.S.ARMY	a. PRINCIPAL DUTY TITLE PIRE TEAM LEADER PIRE TEAM LEADER DESTRUCTURE 1820 EDALY DUTIES AND SCOPE(To include, as appropriate, people, equipment, facilities, and dollars) May enter up to seven lines of text. Beginning with action words: Separated by semi-colons.
	d. AREAS OF SPECIAL EMPHASS Limited to two lines of last, Duty Titles; Separated by semi-colon.
	APPOINTED DUTES Limited to two lines of text. Duty Titles; Separated by semi-colon. - Duty Description
	a. Principal Duty Title FIRE TEAM LEADER 11820 c. Daily Dufes and Scope(To include, as appropriate, people, equipment, facilities, and dollars) May enter up to seven lines of text; Beginning with action words; Separated by semi-colons.
	d. Areas of Special Interest Limited to two lines of text; Duty Titles; Separated by semi-colon.
	Limited to two lines of text; Duty Titles; Separated by semi-colon.
	Previous Exit Next Save Go to Signatures Print Draft Unclassified

The user will verify the Rated NCO's Principal Duty Title and Duty MOSC for this rating period.

The user may enter up to seven lines of text to describe the Daily duties and responsibilities of the Rated NCO.

The user may enter up to two lines of text to list the Rated NCO's Areas of Special Emphasis and Appointed Duties for this rating period.

For the purpose of this training use the following data:

-Principal Duty Title = Fire Team Leader

-Duty MOSC = 11B2O

-Block c. = May enter up to seven lines of text;

Beginning with action words; Separated by semi-colons

-Block d. = May enter up to two lines of text;

Duty Titles; Separated by semi-colons

-Block e. = May enter up to two lines of text;

Duty Titles; Separated by semi-colons

Once this data is correctly entered, click "Next."

	Perfor	mance E	valuation		_
U.S.ARMY					
a. APFT Pass/Fail/Profile:	d" APFT, or "Profile" when it pr	b. Height: 72	Weight: 185 W	ithin Standard? YE	S
Performance Evaluation					
Pass/Fail/Profile	APFT Date	Height (inches) Weight (lbs) Meets Bod	lyfat Standards	
PASS	20150923	72	185 • Yes C	No	
Required Comments (optional	with "Pass" rating)				
May enter up to five	lines of text.			¥	
Previous	Exit	Next S	Save Go to Signatu	res	Print Draft
					21
		Unclassified			

The user will use the drop down menu to select the proper assessment of the Rated NCO's APFT.

Then the user will use the calendar to select the correct date of the Rated NCO's most recent APFT for this rating period. If the NCO did not take an APFT during this rating period (such as a Change of Rater NCOER) then the user may enter an APFT date up to one year prior to this NCOER's Thru Date.

Next, the user will enter the Rated NCO's most recent height and weight data obtained by the Rated NCO's unit.

Once the user selects "Yes" or "No" as to whether the Rated NCO Meets Body fat Standards, the use may enter up to five lines of text.

Rater comments are mandatory if the Rated NCO failed the APFT, did not have an authorized reason for not taking the APFT (IAW AR 623-3), or did not meet body fat standards.

Note, users cannot enter comments until the above administrative data is entered.

For training purposes the Rater will insert data of their choice and then type "May enter up to five lines of text."

Once this data is correctly entered, click "Next."

\bigstar	Performance Evaluation (cont.)
U.S.ARMY	c. 1) Character: (Include bullet comments addressing Rated NCO's performance as it railables to adherence to Army Values. Empathy, Varior Ethnosilzenice Ethnos, and Discipline, Fully supports SHAPP, EC, and EED. MET STANDARD DID NOT MEET STANDARD
	d 2) PISSENDE: (Milling and Professional Besing, Finess, Confidence, Resilinco) MET STANDARD DID NOT MEET STANDARD ### Manual Confidence ### DID NOT MEET STANDARD ### DID NOT MEET S
	e. 3) Intellect: (Mental Agity, Sound Judgment, Innovation, Interpersonal Text, Expertise) MET STANDARD DID NOT MEET STANDARD @ O May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them
	Performance Evaluation Comments
	Character MET STANDARD C Character O May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them
	Presence MET STANDARD Presence O May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line paper between them
	Intellect MET STANDARD DID NOT MEET STANDARD For intellect O May enter up to eight lines of text and spaces; for example, x3 two-line bullets with a one-line space between them
	Previous Exit Next Save Go to Signatures Print Draft
	Unclassified

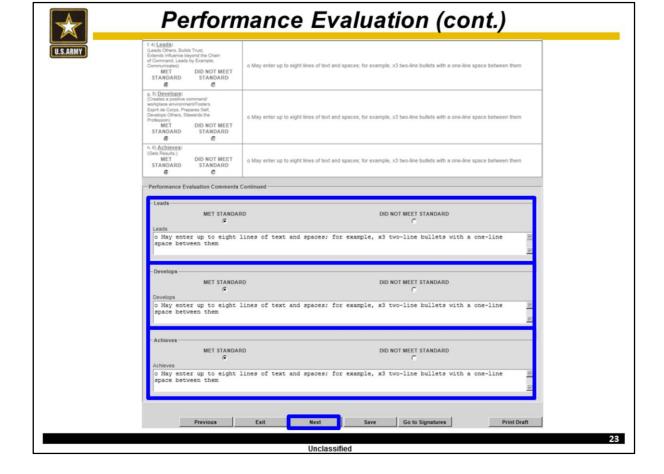
The Rater will select the correct assessment as to whether the Rated NCO Met or Did Not Meet the Standard for Character, Presence and Intellect.

The user may enter up to eight lines of text and spaces to assess the Rated NCO's Character, Presence and Intellect. This assessment will be in bullet format..

Comments assessing the Rated NCO's adherence / support of the Army's SHARP program are mandatory.

For training purposes the Rater will click "Met Standard" and type "o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with a one-line space between them" for each section.

Once this data is correctly entered, click "Next."



The Rater will select the correct assessment as to whether the Rated NCO Met or Did Not Meet the Standard for Leads, Develops and Achieves.

The user may enter up to eight lines of text and spaces to assess the Rated NCO's Leads, Develops and Achieves. This assessment will be in bullet format.

For training purposes the Rater will click "Met Standard" and type "o May enter up to eight lines of text and spaces; For example, x3 two-line bullets with a one-line space between them" for each section.

Once this data is correctly entered, click "Next."

\bigcirc	Ov	erall Pe	rforma	nce	
U.S.ARMY		· · · · · · · · · · · · · · · · · · ·		æ s s	
		RATER OVERALL	PERFORMANCE		
i. I currently rate2_ NCOs in this gra COMMENTS:	de.				
o May enter up to five lines of text	and spaces; for example	e, x2 two-line bullets v	with a one-line space	between them	
Overall Performance					
Is this individual serving as both t i. No. of NCOs currently rated in t Comments for Overall Performan	his grade: 2				
o May enter up to five one-line space between	lines of text	and spaces; for	example, x2 t	wo-line bullets with	a 💌
Previous	Exit	Next	Save	Go to Signatures	Print Draft
		Unclas	sified		24

The user will enter the number of NCOs the Rater currently rates in this grade.

The user may enter up to five lines of text and spaces in bullet format to comment on the Rated NCO's overall performance during the rating period as compared to all NCOs in this grade the Rater has ever rated.

For training purposes, enter "2" for No. of NCOs currently rated in this grade and type "o May enter up to five lines of text and spaces in bullet format; For example, x2 two-line bullets with a one-line space between them"

Once this data is correctly entered, click "Next."

II S ARMY

Check on Learning

- 1. In which Attribute block must the Rater assess the Rated NCO's adherence / support of the Army's SHARP program?
- 2. Who does the Rater compare the Rated NCO to when assessing the Rated NCO's overall performance?
- 3. Do Raters of SGTs write their comments in bullet or narrative format?

Unclassified

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At this time, discuss these questions.

Print F	or Manual Submission	Exit		Submit	to HQDA		Manage Enclosu	res	Delete		
7111101	or mariaar oddinission					nropriate by		163	Delete		
		To ear	t a particular se	nection, cn	oose the ap	Senior R					
Rated Soldier			Rater er Enlisted Adv		Contra			Rev	Reviewer		
		Rate	er Enlisted Adv	risor	Senior	Rater Enii:	sted Advisor				
	For	use of this form			ON REPOR		ent agency is DCS, G-1.				
	101	use of this form			ISTRATIVE		ant agency is 2005, 0-1.				
a. NAME (Last, First, SOLDIER, RATE			b. SSN (or DO	D ID No.)	c. RANK SGT		d. DATE OF RANK (YYYYMMDD) 20140301	e. PI 11B	MOSC 20		
	TON, ZIP CODE OR APO, N Fort Best, 11111, FC	IAJOR COMMAN	D		g. STATUS	CODE	h. UIC WAAAAA		ASON FOR SUBMIS Annual		
j. PER	OD COVERED) THRU (YYYYMMDD)	k. RATED MONTHS	I. NON RATED CODES			RATED NO	O'S EMAIL ADDRESS (gov	IL ADDRESS (gov or .mil)			
20141111	20151110	12		0		gWAIL.WIL					
			PA	RT II - AU	THENTICAT	ПОИ					
a1. NAME OF RATE RATER, SOLDIE			a2. SSN (or DC	OD ID No.)	a3. RATER	'S SIGNATU	RE		a4. DATE		
	RGANIZATION DUTY ASSI to, 1BN, 3BDE, Fire Tea				a6. RATER @MAIL.N		DRESS (.gov or .mil)				
	OR RATER (Last, First, MI)		b2. SSN (or DO	OD ID No.)		R RATER'S S			b4. DATE		
RATER, SENIOR					Click	k Here to Sig	n				
	RGANIZATION DUTY ASSI o, 1BN, 3BDE, Platoon S				b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mil) @MAIL.MIL						
REVIEW REQUIRED	RY c2. NAME OF SUPPLE REVIEWER, SUPPLE		EWER (Last, First	, MI)			NCH ORGANIZATION DUT N, 3BDE, Company Con		IENT		
€ Yes € No											
c4. COMMENTS ENCLOSED?	c5. SUPPLEMENTARY	REVIEWER'S SI	IGNATURE	c6. DATE	(YYYYMMDD		IPPLEMENTARY REVIEWE JL, MIL	R'S EMAIL	ADDRESS (.gov or .m		
€ Yes € No											
administrative data in	rstand my signature does no Part I, the rating officials an m aware of the appeals proc	d counseling date									
d1. I	NITIAL LATER 20141128 20150204	LATER		ER 0824	d2. RATED	NCO'S SIGN	NATURE		d3. DATE(YYYY		

Now the Rater will exit the NCOER.

Once the Rater exits the NCOER, the Senior Rater will click "Senior Rater" to enter the Senior Rater's administrative data and assessment of the Rated NCO's potential.

Senior Rater's Administrative Data
U.S.ARMY
PART II - AUTHENTICATION (Rated Soldier's signature verifies officer has seen completed NCOER Parts I-VI and the administrative data is correct)
b1. NAME OF SENIOR RATER (Last, First, Middle Initial) h2 SSN (or DOD ID) No.) b3. SIGNATURE b4. DATE RATER, SENIOR
b5. RANK PMOSC ORGANIZATION DUTY ASSIGNMENT SFC, 11B4O, B Co, 1BN, 3BDE, Platoon Sergeant b6. SENIOR RATER'S EMAIL ADDRESS (.gov or .mill) @MAIL.MIL
Senior Rater Info
b1. Senior Rater's Last Name First Name M.I. Suffix
RATER SENIOR
Clear DoDID
b5. Senior Rater's Rank Is the Senior Rater promotable and serving in a position authorized for the next higher grade?
Senior Rater's Position Platoon Sergeant B Co, 1BN, 3BDE
PMOSC/Branch 11B4O b6. Senior Rater's E-mail Address @MAIL.MIL
Must use .gov or .mil
Exit Next Save Go to Signatures Print Draft
Unclassified 27

The user will enter the Senior Rater's correct Rank, Position, unit, and PMOSC / Branch on this page.

For the purpose of this training use the following administrative data.

-Rank = SFC -PMOSC = 11B4O

-Unit Org = B Co, 1BN, 3BDE -Duty Assignment = Platoon Sergeant

Once this data is correctly entered, click "Next."

\bigstar	Pote	ential Ass	sessme	nt	
.S.ARMY	a. Select one box representing Rated NCO's potential compared to others in the same grade whom you have rated in your career. I currently senior rate NCOs in this grade.	ENTS: er up to five lines of text in narrative forma	st.		
	@ MOST QUALIFIED @ HIGHLY QUALIFIED @ QUALIFIED @ NOT QUALIFIED				
	c. List two successive assignments and one broadening ass Successive Assignment: 1) Duty Title	2)	le only	Broadening Assignment: Duty Title only	
	Sr. Rater Potential Rating				
	Is a Supplementary Reviewer required?	, C No			
	Does the Senior Rater meet minimum rating qualit		Yes C No		
	Is the Rated NCO available for signature? C Ye	es C No F No Response			
	NCO refuses to sign? NCO Refuses				
		N(NOO	rrently rated in this grade 2	-	
	Compared Potential Profile Stats				
	Compared Potential <u>Profile Stats</u> Rate the Soldier's potential compared with other or	officers of the same grade.			1
	Rate the Soldier's potential compared with other or A compared potential indication of MOST CUAL allow the report to process with a MOST CUAL potentiance indication blocks. If you have any I DSN 903	officers of the same grade. LIFIED is not authorized as your profile do IFIED indication, process those first. You further questions, please contact Human I	ves not support. If you have other E may view your profile by selecting Resources Command Evaluation F	the "Profile Stats" link above the Policy Section at (502) 613-9019,	1
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The user must ensure the correct number of NCOs currently rated in this grade is entered.

The user will then select the assessment for the Rated NCO.

Note, that the Senior Rater's total number (for up to the date of this NCOER's Thru Date) of Most Qualified assessments is unconstrained for DA Form 2166-1 (SGT NCOER).

The user may enter up to five lines of text in narrative format to comment on the potential of the Rated NCO. The Senior Rater's narrative supports the "box check" and should include potential for future assignments, schooling, and promotion.

Lastly, the user will enter the Duty Title of two future successive assignments (such as Fire Team Leader and Squad Leader) and one broadening assignment (such as Recruiter).

For training purposes:

- -Enter "6" for No. of NCOs currently rated in this grade
- -Select "Exceeded Standard"
- -Type "May enter up to five lines of text in narrative format."

Once this data is correctly entered, click "Next."

TI CARRY

Check on Learning

- 1. What does the Senior Rater assess?
- 2. Is the Senior Rater's comments in narrative or bullet format?
- 3. What can the Senior Rater comment on?
- 4. How many lines of text can the Senior Rater enter?

Unclassified

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At this time, discuss these questions.

Print Fo	or Manual Submission	Exit		Submit to HQDA			Manage E	Delete		
		To edit	a particular sele	ection, cho	ose the a	ppropriate but	ton below:			
	Rated Soldier		Rater			Senior Ra	ter	Reviewer		
		Rate	r Enlisted Advi	sor	Senio	Senior Rater Enlisted Advisor				
		10:1				RT (SGT)				
	For	use of this form	n, see AR 623-3 PART	I - ADMIN	-		nt agency is DC	7S, G-1.		
a. NAME (Last, First, SOLDIER, RATEL			b. SSN (or DOD ID No		c. RANK SGT		d. DATE OF (YYYYMMDI 20140301		e. PMOSC 11B2O	
	ION, ZIP CODE OR APO, M Fort Best, 11111, FC	AJOR COMMANI	D		g. STATU	IS CODE	h. UIC WAAAAA		i. REASON FOR SUBMISSI 02 Annual	
j. PERI FROM (YYYYMMDD 20141111	OD COVERED) THRU (YYYYMMDD) 20151110	k. RATED MONTHS 12	I. NON RATED CODES	m. NO. ENCLO		n. RATED NCO @MAIL.MIL	'S EMAIL ADDRE	ESS (.gov or .n	nil)	
			PAR	RT II - AUT	HENTICA	NOITA				
a1. NAME OF RATE RATER, SOLDIER			a2. SSN (or DO	D ID No.)	a3. RATE	R'S SIGNATUR	E		a4. DATE	
	RGANIZATION DUTY ASSI to, 1BN, 3BDE, Fire Tear				a6. RATE @MAIL		RESS (.gov or .n	nil)		
b1. NAME OF SENIOR RATER, SENIOR	OR RATER (Last, First, MI)		b2. SSN (or DOI	D ID No.)		OR RATER'S SI ck Here to Sign	RATER'S SIGNATURE Here to Sign			
	RGANIZATION DUTY ASSI o, 1BN, 3BDE, Platoon S				66. SENI @MAIL		MAIL ADDRESS (gov or .mil)		
c1. SUPPLEMENTAL REVIEW REQUIRED Yes No	RY c2. NAME OF SUPPLE REVIEWER, SUPPL		EWER (Last, First,	MI)			CH ORGANIZAT , 3BDE, Compo			
c4. COMMENTS ENCLOSED? Yes No	c5. SUPPLEMENTARY	c6. DATE	(YYYYMME	(200) c7. SUP (200) (200) (200)		REVIEWER'S I	EMAIL ADDRESS (.gov o			
administrative data in	rstand my signature does not Part I, the rating officials and m aware of the appeals process	d counseling date								
	NITIAL LATER 0141128 20150204	LATER 201505			d2. RATE	D NCO'S SIGNA	ATURE		d3. DATE(Y)	

Now the Senior Rater will now exit.

Once the Senior Rater exits the NCOER, the Reviewer will click "Reviewer" to review enter the Reviewer's administrative data.

U.S.ARMY		PART II - AUT	HENTICATION	
SUPPLEMENTARY EVIEW REQUIRED? Yes No	c2. NAME OF SUPPLEMENTARY REVIEWER Initial) REVIEWER, SUPPLEMENTARY	(Last, First, Middle	c3. RANK PMOSC/BRANCH ORGANIZATION DUTY ASSIG CPT, 11A, B Co, 1BN, 3BDE, Company Commande	
COMMENTS c5	SUPPLEMENTARY REVIEWER'S SIGNATURE	c6. DATE (YYYYMMDD)	c7. SUPPLEMENTARY REVIEWER'S EMAIL ADDRESS @MAIL.MIL	(.gov or .mil)
upplementary Rev	iewer Info			
2. Reviewer's Last N		M.I. Suffix		
REVIEWER	SUPPLEMENTARY			
		1 1		
_				
	Validate DoDID			
Switch to search by	Validate DoDID v SSN] □			
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witch to search by Do you wish to pro Reviewer's Rank	Validate DoDID v SSN] v SSN] vovide comments? v Yes v No		ssignment	
witch to search by 4. Do you wish to proceed as the search by B. Reviewer's Rank CPT MOS/Branch R	validate DoDID v SSN] ovide comments? C Yes C No eviewer's Organization	Reviewer's Duty As Company Comm	The state of the s	
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Switch to search by 4. Do you wish to pro 3. Reviewer's Rank CPT MOS/Branch 1A B. Reviewer's E-mail	validate DoDID v ssNj ovide comments? C Yes C No eviewer's Organization R 0 Co, 1BN, 3BDE	Reviewer's Duty As	The state of the s	
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The user will enter the Reviewer's correct Rank, Position, unit, and PMOSC / Branch on this page.

For the purpose of this training use the following administrative data.

-Rank = CPT -PMOSC = 11A

-Unit Org = B Co, 1BN, 3BDE

-Duty Assignment = Company Commander

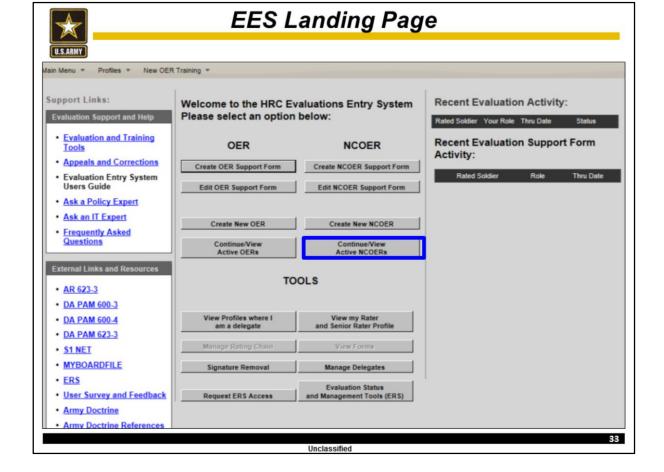
Print I	For Manual Submission	n Ex	it	Submi	to HQDA		Manage End	losures	Delete		
		To ed	dit a particular :	selection, ch	oose the ap	propriate bu	utton below:				
	Rated Soldier		Rater			Senior Ra	ater		Reviewer		
		ter Enlisted A	nlisted Advisor Senior Rater Enlisted Advisor								
				EVALUATI				0.4			
	Fo	r use of this for					ent agency is DCS,	G-1.			
a. NAME (Last, Fire SOLDIER, RATE			b. SSN (or D		c. RANK SGT				e. PMOSC 11B2O		
	ATION, ZIP CODE OR APO, Fort Best, 11111, FC	MAJOR COMMA	ND		g. STATUS	CODE	h. UIC WAAAAA		REASON FOR SUBMISS 02 Annual		
	RIOD COVERED	k RATED MONTHS	I. NON RATE CODES		nounee -		O'S EMAIL ADDRESS	(.gov or .mil)			
FROM (YYYYMMD 20141111	D) THRU (YYYYMMDD) 20151110	12	CODES	0	JOURES (@MAIL.MIL					
			P	ART II - AU	THENTICA	TION					
a1. NAME OF RAT RATER, SOLDIE			a2. SSN (or	DOD ID No.)	a3. RATER	YS SIGNATUR	RE		a4. DATE		
	ORGANIZATION DUTY ASS Co, 1BN, 3BDE, Fire Te				a6. RATER @MAIL.N		DRESS (.gov or .mil)				
b1. NAME OF SEN RATER, SENIO	IOR RATER (Last, First, MI)		b2. SSN (or	DOD ID No.)	b3. SENIO	b4. DATE					
	ORGANIZATION DUTY ASS Co, 1BN, 3BDE, Platoon				b6. SENIO @MAIL.N		TER'S EMAIL ADDRESS (.gov or .mil)				
REVIEW REQUIRE	ARY c2. NAME OF SUPPL ED? REVIEWER, SUPP			rst, MI)			NCH ORGANIZATION N, 3BDE, Company				
€ Yes € No											
c4. COMMENTS ENCLOSED?	c5. SUPPLEMENTAR	Y REVIEWER'S	SIGNATURE	ATURE c6. DATE		(YYYYMMDD) c7. SUPPLEMENTARY REV @MAIL.MIL		NEWER'S EM	AIL ADDRESS (gov or .mi		
administrative data	derstand my signature does n in Part I, the rating officials a	nd counseling da	ites in Part II, the	ement with the duty description	assessments on in Part III, a	of the rater a	and senior rater. I furth and height/weight entr	er understand ies in Part IVa	my signature verifies that and IVb are correct. I have		
d1. COUNSELING	am aware of the appeals pro INITIAL LATER 20141128 2015020	LATE	R LA	TER 150824	d2. RATED	NCO'S SIGN	e APT I and height/weight entries O'S SIGNATURE		d3. DATE(YYYY)		

As a team review all sections for accuracy / editing.

Top Ten most common reasons for returned evaluations are:

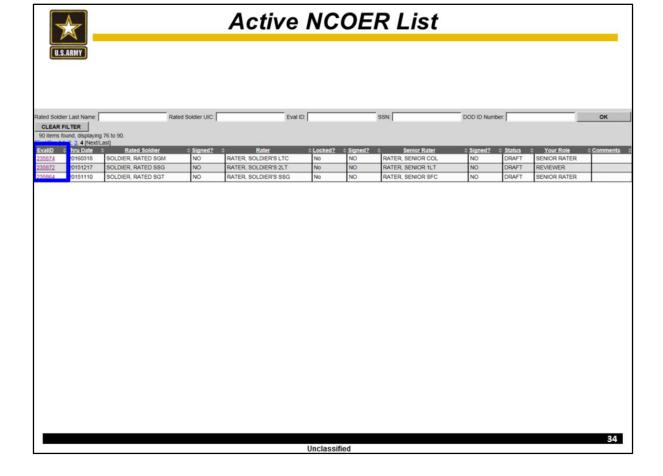
- APFT Data / Ht/Wt Data date must be during rated period or up to 12 months prior to Thru Date (cannot be after Thru Date)
- Inappropriate text Rating Officials cannot comment on Marital Status, Race, Religion, Sexual Orientation, etc.
- Missing Rated Soldier's Signature Senior Rater must state reason why Rated Soldier did not sign (refused, unable, unavailable)
- Missing Mandatory SHARP comments must be in Character block
- Nonrated codes improperly used for Annual Evaluations and Extended Annual Evaluations
- Promotable Rank incorrectly entered for Soldiers that are not serving in an authorized position for the next higher rank
- Signed more than 14 days prior to Thru date
- Signature Sequence must be signed in sequence by Rater, Senior Rater, Reviewer (if required) and Rated Soldier
- Thru Date must use the correct date listed in MILPER messages for future selection boards.
- Unauthorized Potential comments by Rater Raters can only assess performance.

Once complete exit.



Now each team member needs to sign the OER in sequence beginning with the **Rater.**

Do this by clicking "continue / View Active NCOERs."



Now, click the NCOER you want to sign.

	Print For Manual Submission			Exit		Su	bmit t	o HQDA			Manage Enclosures			Delete	
				To edit	a particular	r selectio	n, cho	ose the a	ppropri	ate butto	n below:				
	R	ated Soldier			Rater				Sen	ior Rate	r	Reviewer			
					Rater Enlisted Advisor Senior Rater Enlisted Advisor										
		-	ar una al	f this form		O EVALU					agency is DC	0.04			
_			or use or	t this form		ARTI-AI					agency is DC	5, 6-1.			
a. NAME (Last, First, Middle Initial) SOLDIER, RATED					b. SSN (or DOD ID No.)			c. RANK SGT		d. DATE OF E (YYYYMMDD 20140301		e. PMOSC 11B2O			
		N, ZIP CODE OR APO	, MAJOR	COMMAND				g. STATU	JS CODE	E	h. UIC WAAAAA		i. REASON FOR SUBMISS 02 Annual		
EDOM AA		COVERED THRU (YYYYMMDE		ATED	I. NON RAT		n. NO. C	OLIMPO -			NCO'S EMAIL ADDRESS (.gov or .mil)		mil)		
FROM (YY 20141111		20151110	12		5000	0		runuu.	@MAII	L.MIL					
						PARTII	- AUT	HENTICA	ATION						
	OF RATER (I SOLDIER'S	Last, First, MI)			a2. SSN (o	or DOD ID I	No.)	as RATE	ERS SIG	NATURE				a4. DATE	
		SANIZATION DUTY AS 1BN, 3BDE, Fire T						a6. RATE		AIL ADDRI	ESS (.gov or .m	il)			
b1. NAME RATER, S		RATER (Last, First, M	1)	b2. SSN (or DOD ID No.)			D3. SENIOR RATER'S SIGNATURE Click Here to Sign					b4. DATE			
		SANIZATION DUTY AS 1BN, 3BDE, Platoo						b6. SENI @MAIL		ER'S EMA	IL ADDRESS (gov or .mil)			
	EQUIRED?	c2. NAME OF SUPP REVIEWER, SUP			WER (Last, F	First, MI)					ORGANIZATI BDE, Compa			Г	
c4. COMMI ENCLOSEI	D?	c5. SUPPLEMENTA	RY REVIE	NEWER'S SIGNATURE c6. DATE(YYYYMME		c7. SUPPI @MAIL.I		EVIEWER'S	EMAIL ADI	ORESS (.gov or .m		
RATED NO administrati	O: I understa	and my signature does art I, the rating officials aware of the appeals p	and count	seling dates	nent or disagr s in Part II, the	reement w ie duty des	ith the a	ssessmer in Part III,	nts of the and the	rater and APFT and	senior rater. I fu height/weight e	rther underst ntries in Part	and my sign	nature verifies that are correct. I hav	
d1. COUNSEL	INIT		3	LATER 2015051		LATER 20150824		d2. RATE	ED NCO	'S SIGNATURE				d3. DATE(YYYY	

Now the "Rater" will sign the NCOER.

If there are any errors the signature block will have a "Why Can't I sign?" Hover your cursor over this link and view the errors. Make the necessary corrections and sign the NCOER.

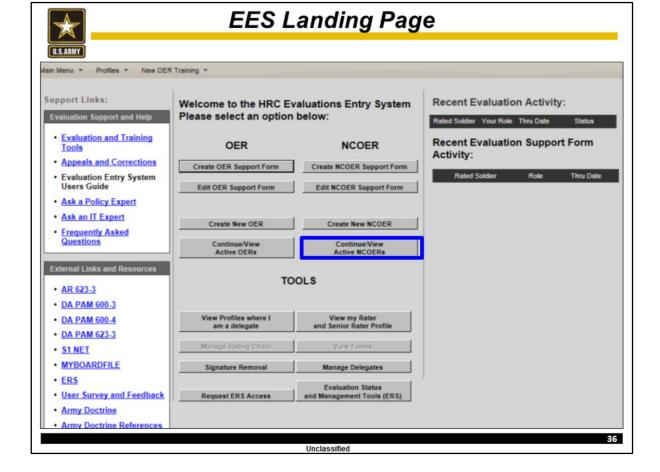
Once you have signed click exit.

Now all Rating Officials will repeat the steps until all appropriate signatures have been applied.

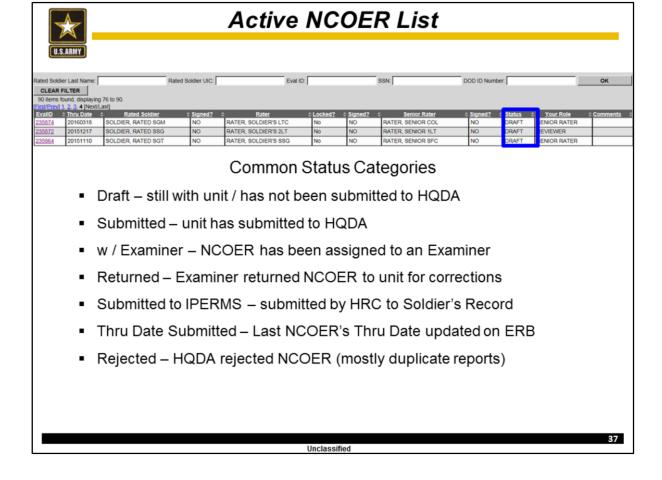
Once the final signature is applied the Senior Rater will open the NCOER and **click** "Submit to HQDA."

Note, submission without all signatures is one of the top five reasons for returned evaluations.

Note, remember to have all appropriate signatures on the NCOER before submitting the NCOER to HQDA.



Now everyone click on "continue / View Active NCOERs" to view the status of this NCOER.



Now, everyone will look at the status of this NCOER.

It should have a status of "Submitted."

Some other common Status categories are:

Draft – still with unit / has not been submitted to HQDA

Submitted – unit has submitted to HQDA

w / Examiner – NCOER has been assigned to an Examiner

Returned – Examiner returned NCOER to unit for corrections

Submitted to IPERMS – submitted by HRC to Soldier's Record

Thru Date Submitted – Last NCOER's Thru Date updated on ERB

Rejected – HQDA rejected NCOER (mostly duplicate reports)

Note, Rating Officials can leverage this tool to determine the status of the evaluation and who has signed the evaluation.

II S ARMY

Check on Learning

- 1. When does the Rated NCO sign the NCOER?
- 2. Can a Rater's Delegate submit the NCOER to HQDA?
- 3. How can you review the NCOERs status?
- 4. What does the NCOER Status "Draft" mean?

Unclassified

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At this time, discuss these questions.



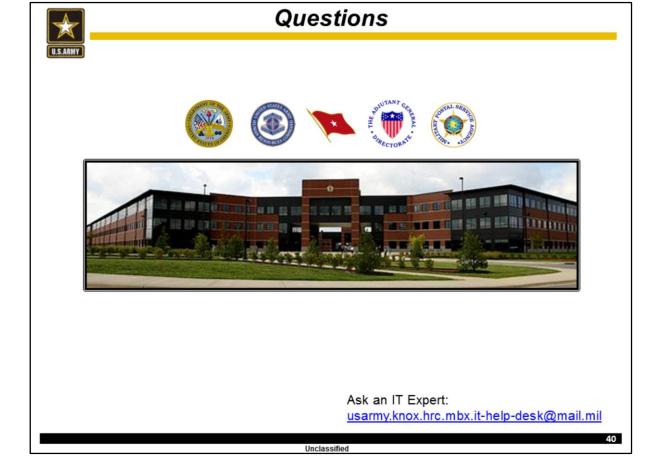
Summary

- Accessing EES
- Landing Page
- Initiating NCOER
- Administrative Data
- Performance Evaluation
- Potential Evaluation
- Editing NCOER
- Signing and Submitting NCOER
- Status Tracking

Unclassified

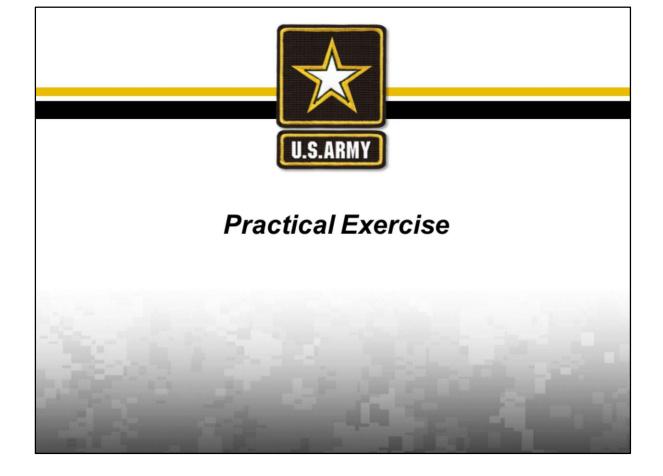
39

During this briefing, we covered how to use EES to create, complete, edit, submit and track the status of a DA Form 2166-9-1, SGT NCOER.

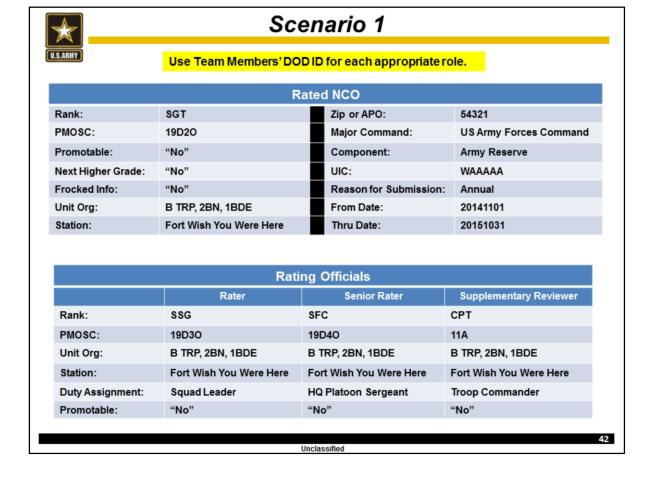


Pending your questions this concludes my briefing.

If at any time you come across an system error that you or your unit HR professional cannot solve, such as difficulty digitally signing the evaluation or disappearing administrative data, please send a detailed email with screen shots to usarmy.knox.hrc.mbx.it-help-desk@mail.mil



Now that we have covered the steps to create, complete and edit an NCOER let's conduct a Practical Exercise.



At this time, form your four person teams.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

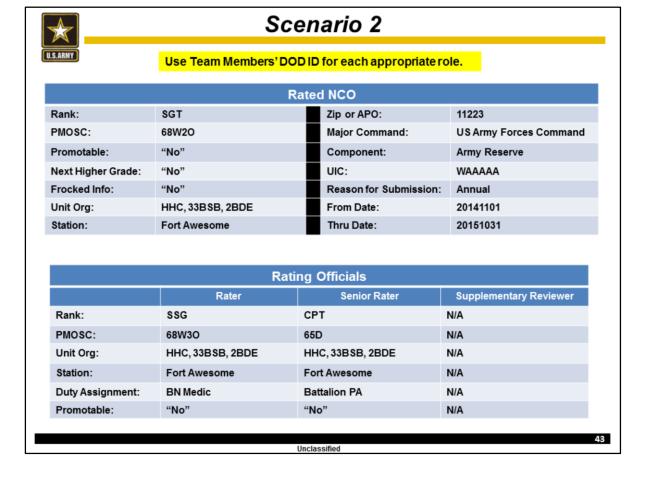
Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. For training purposes, the appropriate Rating Officials will enter all listed administrative data from the slide. Once you have completed entering your section of administrative data exit the form.

Now, have all team members look at their list of Active NCOER to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed the NCOER is in your list of Active NCOERs.

Inform the instructor you have completed this scenario.



For this scenario rotate roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

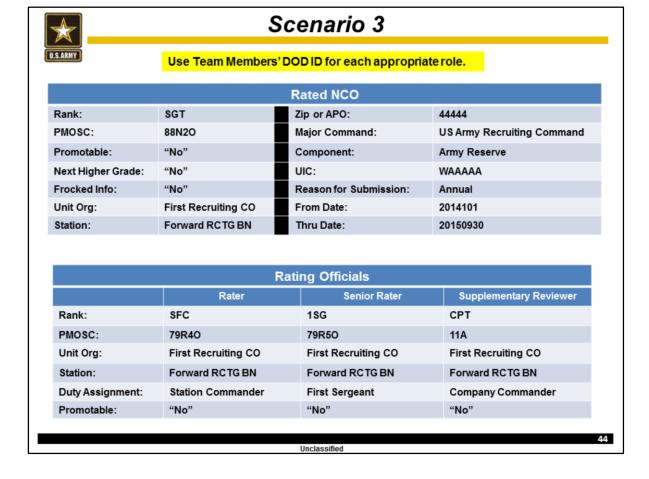
Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. For training purposes, the appropriate Rating Officials will enter all listed administrative data from the slide. Once you have completed entering your section of administrative data exit the form.

Now, have all team members look at their list of Active NCOER to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed the NCOER is in your list of Active NCOERs.

Inform the instructor you have completed this scenario.



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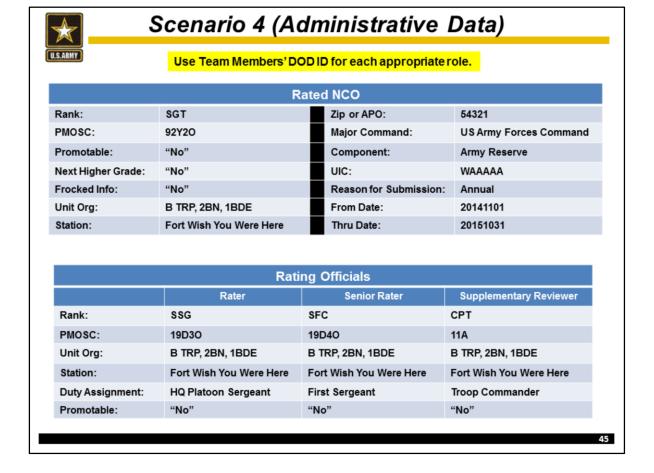
Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. For training purposes, the appropriate Rating Officials will enter all listed administrative data from the slide. Once you have completed entering your section of administrative data exit the form.

Now, have all team members look at their list of Active NCOER to verify the NCOER's creation.

You have completed this scenario once each of you have confirmed the NCOER is in your list of Active NCOERs.

Inform the instructor you have completed this scenario.



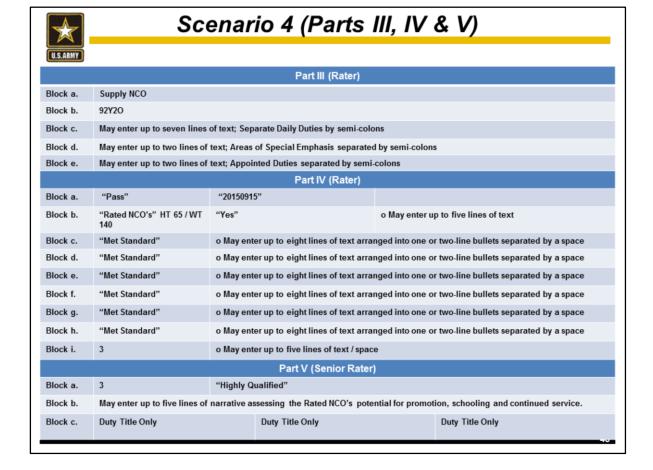
At this time, form your four person teams.

During this and the following scenarios take turns filling the roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative date exit the form.

Now, all team members will review their list of Active NCOER to verify the NCOER's creation.



Once its creation is verified, each team member will complete the sections they are responsible for. For training purposes use the data provided on the slide.

After this data is entered review the NCOER for accuracy.

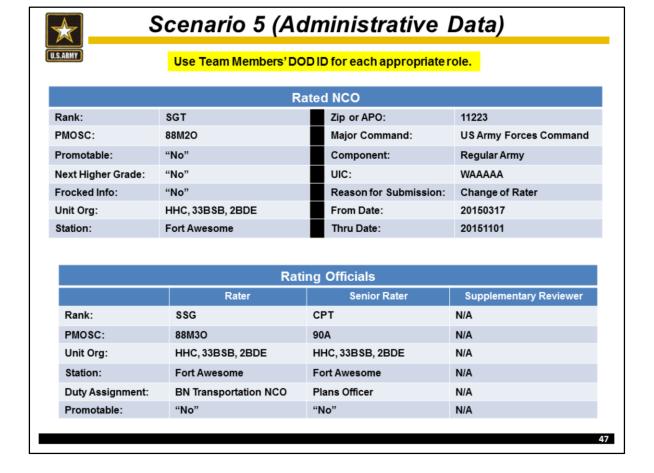
Once review is complete, appropriate team members will apply their signatures in proper sequence.

The Senior Rater will review the NCOER one more time to ensure it is accurate and then select "Submit to HQDA" to submit the NCOER.

All team members will review their list of active NCOERs to verify the NCOER's status.

The Team has completed this scenario once the NCOER is completed, signed, and submitted to HQDA.

Inform the instructor you have completed this scenario.



During this scenario switch roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative date exit the form.

Now, all team members will review their list of Active NCOER to verify the NCOER's creation.

Scenario 5 (Parts III, IV & V)								
U.S.ARMY								
			Part III (Rater)					
Block a.	Transportation NCO							
Block b.	88M2O							
Block c.	May enter up to seven lines of text; Separate Daily Duties by semi-colons							
Block d.	May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons							
Block e.	May enter up to two lines of text; Appointed Duties separated by semi-colons							
			Part IV (Rater)					
Block a.	"Pass"	"2015041	5"					
Block b.	"Rated NCO's" HT 70 / WT 190	"Yes"		o May enter u	p to five lines of text			
Block c.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space						
Block d.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space						
Block e.	"Met Standard" o May enter up to eight lines of text arranged into one or two-line bullets separated by a space							
Block f.	"Met Standard" o May enter up to eight lines of text arranged into one or two-line bullets separated by a space							
Block g.	"Met Standard" o May enter up to eight lines of text arranged into one or two-line bullets separated by a space							
Block h.	"Met Standard" o May enter up to eight lines of text arranged into one or two-line bullets separated by a space							
Block i.	1 o May enter up to five lines of text / space							
			Part V (Senior Rate	r)				
Block a.	1	"Most Qualified"						
Block b.	May enter up to five lines of narrative assessing the Rated NCO's potential for promotion, schooling and continued service.							
Block c.	Duty Title Only		Duty Title Only		Duty Title Only			

Once its creation is verified, each team member will complete the sections they are responsible for. For training purposes use the data provided on the slide.

After this data is entered review the NCOER for accuracy.

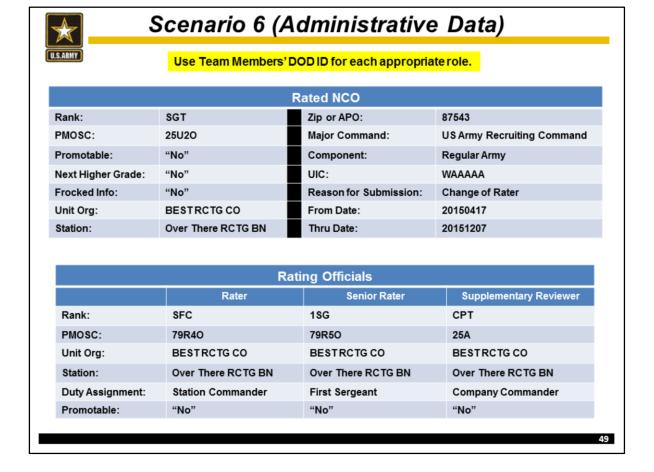
Once review is complete, appropriate team members will apply their signatures in proper sequence.

The Senior Rater will review the NCOER one more time to ensure it is accurate and then select "Submit to HQDA" to submit the NCOER.

All team members will review their list of active NCOERs to verify the NCOER's status.

The Team has completed this scenario once the NCOER is completed, signed, and submitted to HQDA.

Inform the instructor you have completed this scenario.



During this scenario switch roles of Rated NCO, Rater, Senior Rater, and Reviewer (if needed). If the Reviewer is not required for a scenario one person will follow along with the rest of the team.

Now that you have designated each person's role for this scenario, exchange DOD ID / SSNs.

The Rater will now create the NCOER. For training purposes, enter all listed administrative data from the slide. Once you have completed entering the administrative date exit the form.

Now, all team members will review their list of Active NCOER to verify the NCOER's creation.

	Sc	Scenario 6 (Parts III, IV & V)							
U.S.ARMY									
			Part III (Rater)						
Block a.	Recruiter								
Block b.	25U2O								
Block c.	May enter up to seven lines of text; Separate Daily Duties by semi-colons								
Block d.	May enter up to two lines of text; Areas of Special Emphasis separated by semi-colons								
Block e.	May enter up to two lines of text; Appointed Duties separated by semi-colons								
Part IV (Rater)									
Block a.	"Pass"	"2015071	5"						
Block b.	"Rated NCO's" HT 68/ WT 155	"Yes"		o May enter u	p to five lines of text				
Block c.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space							
Block d.	"Met Standard"	o May enter up to eight lines of text arranged into one or two-line bullets separated by a space							
Block e.	"Met Standard"	Met Standard" o May enter up to eight lines of text arranged into one or two-line bullets separated by a space							
Block f.	"Met Standard"	et Standard" o May enter up to eight lines of text arranged into one or two-line bullets separated by a space							
Block g.	"Met Standard" o May enter up to eight lines of text arranged into one or two-line bullets separated by a space								
Block h.	"Met Standard"	dard" o May enter up to eight lines of text arranged into one or two-line bullets separated by a space							
Block i.	1 o May enter up to five lines of text / space								
			Part V (Senior Rate	r)					
Block a.	6	"Highly Qualified"							
Block b.	May enter up to five lines of narrative assessing the Rated NCO's potential for promotion, schooling and continued service.								
Block c.	Duty Title Only		Duty Title Only		Duty Title Only				

Once its creation is verified, each team member will complete the sections they are responsible for. For training purposes use the data provided on the slide.

After this data is entered review the NCOER for accuracy.

Once review is complete, appropriate team members will apply their signatures in proper sequence.

The Senior Rater will review the NCOER one more time to ensure it is accurate and then select "Submit to HQDA" to submit the NCOER.

All team members will review their list of active NCOERs to verify the NCOER's status.

The Team has completed this scenario once the NCOER is completed, signed, and submitted to HQDA.

Inform the instructor you have completed this scenario.